

## SPAC Youth Ministries – Event Policy

For any activity Sherwood Park Alliance Church (SPAC) Youth hosts that is offsite from the church, the following procedure will be observed. For questions relating to our busing procedure, please view our Busing Procedure which can be found on our website.

### Registration Waiver

For special events we require a separate registration form with an event specific waiver and payment. These registration forms will be made available online one month prior to an event. The waivers must be filled out by a parent or guardian. We no longer offer paper forms. If you are unable to pay via credit card, please contact the youth office and we can arrange cash payment. A student's spot is confirmed only once a waiver is completed.

### Registration Deadline

We, SPAC Youth, will implement a registration deadline for all events. Any waivers brought in after the registration deadline will not be accepted. We will no longer accept walk on registrants the night of the event – unless other specified by a youth ministries staff.

### Refunds

There will be no refunds for any students who can no longer attend an event that they had registered for. The only exception for this is if an event is cancelled by SPAC Youth. Payments can however be transferred to other students. If you want to do this, please just specify with our office staff who you are transferring the payment to.

### One Way Travel

Any student attending a SPAC Youth event must travel to and from the event with SPAC Youth. Unfortunately, we cannot accommodate students who want to get dropped off at an event and then travel back with us on the bus. Also, we will not be able to accommodate students who come with us on the bus and then get picked up from the event.

*For more information, please see our Busing Procedure, which can be found on our website.*

### Event Cancellation Policy

For events cancelled by SPAC Youth, the office staff will call or email every participant who is registered for the event at the time of the cancellation. Beyond that, a general email will be sent out to every student a parent in our database who has signed up for email notifications. The event details will be changed on the website as well. Finally, a cancellation notice will be posted on our social media sites the day of the cancellation.